



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
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# MEMORANDUM

**TO:** Mayor Foreman, Vice Mayor Toney, Council  
Dan Taber, Town Manager  
**FROM:** Christine R. Sanders, Town Attorney  
**DATE:** August 27, 2013  
**RE:** August 2013 Report

Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

As you know, this is my last report to you as the Dumfries Town Attorney. I thank you for the opportunity to be your counsel. I am privileged and honored to have served as the Dumfries Town Attorney. Together, we have seen many changes occur since I started. I wish you all the best as you continue your good work as public officials moving the Town forward.

Below is a list of items that I have been working on since my last report to you for the month of August 2013. Please feel free to contact me directly via email at [csanders@dumfriesva.gov](mailto:csanders@dumfriesva.gov) or phone 703-221-3400 ext. 140 to inquire more particularly on any of the following matters.

- Consulted with Town Manager on various matters concerning town administration including personnel issues, litigation, land use and zoning, and other legal issues as needed.
- Criminal and Traffic Prosecutions – Obtained the dockets in Prince William County Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in Prince William County General District Court and Juvenile.
- Revised the temporary roadside food vendor ordinance after July 9, 2013 Council meeting to address questions and concerns which arose at that meeting.
- Consulted with Town Planner/Zoning Administrator to discuss pending determinations, and violations, public advertisements, and zoning text amendments.
- Attended staff meetings to plan Council meetings and follow up issues related to matters which arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law.

- Researched election date change for Town elections.
- Drafted revised Fundraising and Donation Policy.
- Revised Fee Schedule to provide for a fee for rezoning to SP-1 District. Researched neighboring localities fees.
- Attended Council work session and closed session to discuss personnel issues.
- Ongoing coordination with DPW and consultant RDA on the Tripoli Heights drainage improvement project. Continue to finalize and settle the right of way acquisitions for the project. Only 4 out of nearly 40 properties remain to be closed.
- Continue to request follow-up with Comcast representative to finalize franchise renewal and await a reply. Still pending.
- Initiate research and revision of Town Subdivision ordinance – ongoing.
- Initiate proffer schedule research at request of council – ongoing.